

## Memorandum

Date: 10/01/15

To: Members, West Linn City Council

From: Don Otterman, Interim City Manager

Subject: Miscellaneous Items

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### 1. Schedule

- Your next scheduled meeting includes an executive session at 5:00 and a work session at 6:00 on October 5. Senator Devlin and Representative Parrish will attend the work session with updates from Salem.
- The agenda also includes a discussion about the Main Street funding agreement and Tri-City governance.

### 2. Moore Award

- Staff is putting the finishing touches on the Moore Award application materials for 2015.
- Please share this link with your friends and neighbors and encourage nominations for the award: <https://westlinnoregon.gov/citycouncil/robert-moore-award-nomination-form>
- Lisa Clifton (2014 award winner) and Alexa Kachirisky (2013 award winner) will review and recommend the award winner for 2015.
- It is anticipated that this award will be given at the January 4, 2016 work session.

### 3. ICMA Award for Early Career Leadership

- Assistant City Manager Kirsten Wyatt was recognized with the 2015 International City County Managers Association (ICMA) award for early career leadership.
- The award recognizes an outstanding early career local government professional who has demonstrated leadership, competency, and commitment to local government.
- Kirsten was recognized for her work on the city's leadership academies, communications and outreach, and her work on local government gender and race equity initiatives.

### 4. Reminder – City Hall & Operations Schedule Change

- Staff has begun rolling out the new 9-80 schedule change, which will begin on October 5, 2015 with extended hours for city hall and operations. The first closure day is October 16, 2015.
- Planned outreach includes coverage in the Tidings, website and social media posts, emails to all city volunteers, signage in buildings, email footers, and email newsletter articles.